Job Description

**POSITION DESCRIPTION:** Regional Sports Director

**LOCATION:** Sports House, Stadium Drive, Albany

**PREPARED:** August 2018

**REPORTS TO:** Young People Lead**,** Community Sport Engagement Manager

**TERM:** Fixed term 15 months, Full-time 40 hours per week

**RELATIONSHIPS:**

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| --- | --- |
| **Internal** | **Nature of Relationship** |
| Young People Lead | Direct Report |
| Community Sport Engagement Manager | Direct Report |
| Primary School Lead | Working Relationship |
| Community Coach Advisor | Working Relationship |
| Other Harbour Sport Staff | Peer Relationship |
| **External** | **Nature of Relationship** |
| Aktive, Sport NZ | Accountability |
| School Principals/Directors of Sport/Sport Coordinators, Other RSTs, College Sport, NZSSSC, PENZ, Students in the partner schools, Community Organisations, Local Boards, RSOs, Local Clubs | Programme stakeholders |

**PRIMARY PURPOSES OF THE POSITION:**

* Develop secondary school sport capability in the Harbour Region.
* Work with key people within schools to influence the way sport is delivered in schools
* Coordinate and deliver professional development relating to sport development and physical education
* Facilitate planning processes in schools
* Develop a framework where school club links are effective and add value to the community
* Develop and support projects that benefit students
* Manage the administration of KiwiSport funding in the Harbour region

**KEY AREAS OF ACCOUNTABILITY**

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| --- | --- |
| **Stakeholder Relationship Management** | 1. A respected connector working alongside key identified stakeholders who deliver quality experiences, opportunities and support to our Young People in the secondary school environment around organised sport and physical activity. 2. Establish effective and influential relationships with school senior management, and school sport staff, in order to assist them to enhance their school sport environment. 3. An active participant in the national RSD network ensuring the framework is in place (and enhanced) that can deliver on the purpose of the role. |
| **Programmes & Initiatives** | 1. Use local insights to determine what programmes and initiatives will be delivered into our schools, with an emphasis on increasing participation in organised sport. 2. Facilitate professional development opportunities for Directors of Sport/Sport Coordinators within our schools. |
| **Leadership** | 1. Key member of the Young People Team, helping shape knowledge, critical thinking and strategic decisions around a “world class sporting system” in the secondary school space. 2. Lead and influence the value of sport in and through secondary schools. 3. Lead and influence key decision makers within the four key settings of secondary schools, clubs, home and communities. 4. Lead and support the administration of Kiwisport funding into the Harbour region, with full knowledge and understanding of Sport NZ expectations around Kiwisport. |
| **Other Duties** | 1. To fully support and demonstrate the values and culture of Harbour Sport 2. Undergo professional development training opportunities provided by Harbour Sport where appropriate |

**QUALIFICATIONS**

* Holds a relevant tertiary qualification or has relevant experience in the sport and recreation sector or physical education sector
* Holds a current full drivers licence

**EXPERIENCE & SKILLS**

* Experience and understanding of working with, or in, NZ secondary schools
* Leadership experience, including the confidence to interact with school principals, sports coordinators, educators and students
* Effective relationship development and management skills
* Works collaboratively in the settings (School/Club/Community)
* Experience in strategic planning and implementation of strategies
* Effective and confident presentation skills
* Effective report writing skills
* Computer literate and systems orientated (Microsoft Office, email, database, contemporary communication tools, social media)
* Knowledge of the Health and Physical Education Curriculum as part of the New Zealand Curriculum

**PERSONAL ATTRIBUTES/COMPETENCIES**

* Good team work ethic and capable of working independently
* Passionate about young peoples’ involvement in sport and recreation
* Highly motivated and committed to delivering initiatives to a high standard
* Highly organised with effective time management skills and can work fixed and flexible hours (including evening and weekend work if required)
* Strong interpersonal skills
* An enthusiasm for sport and recreation
* Commitment to on-going training and professional development